

*Approv Budget*  
DDA 76-5245

22 October 1976

MEMORANDUM FOR: All DDA Office Directors

FROM : Michael J. Malanick  
Associate Deputy Director for Administration

SUBJECT : Request for List of Lowest Priority Items for  
Fiscal Year 1977

1. This Directorate has been asked to furnish the Comptroller, by 15 November 1976, a list of our lowest priority items in the Directorate for Fiscal Year 1977.

2. Because of the wide disparity that exists in each of our Office budgets and in order to permit us greater latitude in determining what this Directorate's final listing should be, I am asking that each of you identify your lowest priority items totaling 5 percent of your allotment. These items should be listed in order of priority, with the activities most important to retain listed first and the least important listed last.

3. You will recall your Fiscal Year 1977 allotments were passed out to you at one of our Morning Meetings by the Budget Staff, but if you have any questions about the amount of your allotment, please contact either [REDACTED] on extension [REDACTED]

4. We would like to have your submissions by COB 5 November 1976 so that they may be reviewed with you prior to the date they are due in the Comptroller's office.

/s/ Michael J. Malanick

Michael J. Malanick

ADDA/MJMalanick:lm (22 Oct 76)

Distribution:

- 1 - Each DDA Office Director
- 1 - AI/DDA
- 1 - C/MAS/DDA
- 2 - BS/DDA
- ① - DDA Subject
- 1 - DDA Chrono
- 1 - MJM Chrono

E2 IMPDET  
CL BY 008348